



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## **MENTORSHIP AGREEMENT**

(To be completed by the mentor and mentee)

### **Mentorship Programme:2017/2018 Terms and Conditions of Agreement**

#### *1. Declaration of the parties*

We, the undersigned parties, understand that this Agreement is binding. We understand that it is an offence in terms of the Skills Development Act (Act 97 of 1998) to provide false or misleading information in this Agreement. We agree to the rights and duties as stipulated below.

#### *2. Rights of mentee, mentor and employer*

##### 2.1 Mentee

The mentee has the right to:

2.1.1 Be provided with the opportunity to be the mentee of a mentor.

2.1.2 Engage in a relationship with a mentor which is based on a developmental approach to capacity and skills development and is rooted in a non-authoritarian participative mode of interaction.

2.1.3 Participate in a mentorship which is based on a minimum contact time over a specified period.

2.1.4 Terminate the mentee-mentorship agreement subject to dispute resolution policy.

##### 2.2 Employer

The employer has the right to require the mentee and the mentor to:

2.2.1 Perform duties in terms of this Agreement.

2.2.2 Comply with the rules and regulations of the employer.

### 2.3 Mentor

The mentor has the right to:

2.3.1 Participate in the mentor-mentee relationship in accordance her or his employment contract.

2.3.2 Terminate the mentee-mentorship agreement subject to dispute resolution policy.

### 3. *Duties of the mentee, the employer and the mentor*

#### 3.1 Mentee

The mentee must:

3.1.1 Be a full-time employee of the employer.

3.1.2 Be available for and participate in all activities and experiences as required by the employer.

3.1.3 Comply with workplace policies and procedures.

3.1.4 Complete any timesheets or written reports as required by the employer to record progress of the mentee and progress in the mentee-mentor relationship.

3.1.5 Enter into an agreement with a mentor as arranged by the employer.

3.1.6 Meet with the mentor and discuss her or his experience on the mentorship programme.

3.1.7 Take full advantage of the training and development opportunities available to him or her.

3.1.8 Demonstrate willingness to participate through work experience.

3.1.9 Keep a record of his/her experience as specified by the employer (e.g.: Portfolio of Evidence).

3.1.10 Be willing to learn from the mentor or role model and be an active learner who believes in the concept of lifelong learning.

3.1.11 Take responsibility for his or her own self-development and show creativity in suggesting other development areas to the mentor.

3.1.12 Make an effort to become a competent communicator with the ability to communicate their ideas, concerns and problems with the mentor.

3.1.13 Make an effort to acquire well-developed listening skills in order to understand colleagues and co-workers.

3.1.14 Take the initiative and become oriented to problem solving and oriented to solutions that are based on win-win principles.

#### 3.2 Employer

3.2.1 The employer must comply with its duties in terms of the Skills Development Act and all applicable legislation including:

- Labour Relations Act (Act 66 of 1995, as amended 2002)
- Employment Equity Act (Act 55 of 1998)
- Basic Conditions of Employment Act (Act 75 of 1997, as amended 2002)
- Occupational Health and Safety Act (Act 85 of 1993)
- Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993)

3.2.2 Employ the mentee for the period specified in the Agreement.

3.2.3 Provide the mentee with adequate access to her or his mentor at work within the agreed minimum and maximum hours specified.

3.2.4 Allocate the mentor adequate time to conduct her or his mentoring activities in terms of the agreed minimum and maximum hours specified.

3.2.5 Ensure that mentee and mentor keep up to date records of meetings and of progress of the mentee.

3.2.6 Prepare an orientation course to introduce mentees to the programme.

- 3.2.7 Prepare a training programme that all prospective mentors must complete before becoming an active mentor.
- 3.2.8 Through the Mentorship Programme Manager ensure that mentees are progressing satisfactorily.

3.3 Mentor

The mentor must:

- 3.3.1 Provide unbiased feedback.
- 3.3.2 Solicit the mentee's ideas whilst encouraging them to find their own solutions.
- 3.3.3 Assist mentees to be accountable for their decisions.
- 3.3.4 Present her or himself as a role-model.
- 3.3.5 Mobilise the mentee's ability to deal with situations/solve problems and assist them in establishing their authority.
- 3.3.6 Conduct her or his responsibilities and interactions with the mentee in strictest confidence.

4. *The period*

The Period:

A proposed mentoring relationship can span anything from 3 months to 36 months. How long am I prepared to contract to, as an initial commitment to the mentoring relationship? Please insert the appropriate information.

| <b>Period:</b>      | <b>Intended Initiation date:</b> | <b>Intended Termination Date:</b> |
|---------------------|----------------------------------|-----------------------------------|
| <b>0-3months</b>    |                                  |                                   |
| <b>3-6months</b>    |                                  |                                   |
| <b>6-12 months</b>  |                                  |                                   |
| <b>12-36 months</b> |                                  |                                   |

5. *Non-compliance*

In cases of non-compliance, corrective counselling will prevail:

- The manager must bring the offence to the mentor or mentee's attention.
- Determine the reasons for the conduct or non-compliance, and give the mentor or mentee an opportunity to respond to the allegations.
- Seek agreement on how to remedy the conduct.
- Take steps to implement the agreed course of action.
- For the purposes of determining appropriate disciplinary actions, valid warning shall be taken into account. If either is not satisfied he or she can appeal within five working days.
- Finally, the grievance procedures will apply.

6. *Termination of the agreement*

This mentorship agreement terminates:

- 6.1 On the termination date as stipulated

6.1.1 The mentor or the mentee is fairly dismissed by the employer for a reason related to the mentor or the mentee's conduct or capacity as an employee.

6.1.2 The employer and mentee agree to terminate the Agreement.

6.1.3 The employer and mentor agree to terminate the Agreement.

6.1.4 Good cause is shown by the employer that the mentor or the mentee should be reallocated.

6.2 The grievance procedure will apply if either of the parties is not satisfied.

Signed at ..... on this.... day of ..... in the year.....

Mentor: .....

Mentee: .....

